



2008-2009

**AMERICORPS*STATE
APPLICATION INSTRUCTIONS**

CDFA No. 94.006

Issued August 20, 2007



OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES

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IMPORTANT NOTICE

These application instructions conform to the Corporation for National and Community Service's (hereinafter the Corporation) online grant application system, eGrants. The eGrants system is designed to serve the Corporation's applicants and grantees. All Corporation funding announcements are posted on our web site www.cns.gov and at www.grants.gov.

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the Corporation to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)).

Time Burden: The time required to complete this collection of information is estimated to average 24 hours per applicant, including the time to review instructions; search existing data resources; gather the data needed; and complete and review the information collection.

Use of Information: The information collected constitutes an application to the Corporation for grant funding. The Corporation evaluates the application and makes funding decisions through the Corporation's grant review and selection process.

Effects of Non-Disclosure: Providing this information is voluntary; however, failure to provide the information would not allow the Corporation to assess the applicant's request for funding. Therefore it would not be possible to consider granting funds to the applicant.

Privacy Act: Information provided for this collection may be shared with federal, state, and local agencies for law enforcement purposes.

Public Comments: Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, Attn: Ms. Amy Borgstrom, 1201 New York Avenue, N.W. Washington, D.C. 20525.



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AmeriCorps Grants in Indiana: An Overview

In 2007, more than 350 AmeriCorps*State members provided services through 12 AmeriCorps*State programs around the state. The Indiana AmeriCorps*State programs helped communities improve the lives of children, youth and families, improve the environment, promote civic engagement for students of all ages, and support volunteer efforts. Together we have done a good job, but we want to do more. In 2008-2009, our goal is to increase the number of AmeriCorps members, volunteers and organizations with AmeriCorps programs in Indiana.

The Office of Faith-Based and Community Initiatives (OFBCI), in partnership with the Corporation for National and Community Service (CNCS), is accepting grant applications to create and support AmeriCorps*State programs in Indiana.

The 2008-2009 Indiana AmeriCorps*State Request for Proposals (RFP) documents and processes were designed to be user-friendly and easily accessible to state agencies, faith-based and community-based nonprofit organizations and other eligible institutions. There are four (4) documents that comprise guidance for the 2008-2009 program year:

1. Notice of Availability of Funds
2. 2008-2009 AmeriCorps Request for Proposals for Indiana Applicants
3. 2008-2009 AmeriCorps*State Application Instructions
4. 2008-2009 Additional Information: Forms for Hard Copy Applications

These documents have been posted on the OFBCI website (www.ofbci.in.gov), and links to the website have been disseminated through OFBCI publications.

In the 2008-2009 funding process, we are placing a high priority on applicants that demonstrate strong local collaborations with multiple organizations, and creativity in the use of local resources in their program design. The OFBCI reserves the option to not select an applicant for funding based on the geographic location of the program, irrespective of the selection ranking. This is an effort to attain geographic diversity throughout the state and to ensure an AmeriCorps presence in under-represented areas.

Please note that funding availability depends on the decisions of Congress. This makes it imperative for applicants to carefully develop a proposal that will meet the demands of a potentially strong competition for funds in the new program year.

In partnership with local organizations, AmeriCorps members work to help address unmet community needs and solve community problems. AmeriCorps programs provide the manpower that helps communities become stronger and well-connected. So, reach out to new partners. Get things done.



Paula Parker-Sawyers
Executive Director



Application Instructions:

NEW AND RECOMPETING PROGRAMS

Please use the following application instructions if you are a new or recompeting applicant applying for the following grants: State Competitive; State Education Award Program (EAP); and State Formula.

State Competitive grants are awarded to organizations operating in a single state (Indiana) that are nominated to participate in a nationwide competition by the Office of Faith-Based and Community Initiatives on behalf of the Indiana Commission on Community Service and Volunteerism (ICCSV), Indiana's Governor-appointed state commission.

State Education Award Program grants are awarded to organizations operating in a single state (Indiana) that are nominated to participate in a nationwide competition by the ICCSV. Grantees receive a small administrative grant and use their own or other resources to cover the AmeriCorps member living allowance and other program costs.

State Formula grants are awarded to organizations in Indiana through a statewide competition.

The deadlines for all Indiana AmeriCorps*State programs can be found in the *2008-2009 AmeriCorps*State Request for Proposals for Indiana Applicants* document. Applications are submitted using eGrants, the Corporation for National and Community Service's integrated, secure, web-based system for applications.

Please note that State Competitive grants may be used to fund Professional Corps. Grantees receive Corporation funding to support program costs, and use other resources to support the living allowance and member support costs of the AmeriCorps members. Professional Corps programs place members as teachers, health care providers, police officers, childhood development staff, engineers, or other professionals to meet unmet needs in communities with an inadequate number of such professionals.

Professional Corps programs provide 100 percent of member support costs, including the living allowance, FICA, health insurance, and, depending on the state, workers' compensation and unemployment insurance. Although Professional Corps programs pay 100% of health insurance costs, they must comply with the minimum standards for health care coverage listed in the Budget Instructions, or demonstrate that the coverage provided has a fair market value equal to or greater than the fair market value of a policy that provides the minimum value (45 CFR § 2522.250). **If you are applying for Professional Corps, you are not required to list funds in the Corporation column of Section II in the Budget Section in eGrants.**

Use these instructions in conjunction with the *Notice of Federal Funds Opportunity (Notice)* for the 2008 year, and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. **The Notice includes deadlines, eligibility requirements, submission requirements, and other information that changes year-to-year, for all AmeriCorps grant programs.** The *Notice* can be found at www.americorps.org/for_organizations/funding/nofa.asp or www.ofbci.in.gov. The full regulations are available online at www.gpoaccess.gov/ecfr; regulations added or revised in 2005

through rulemaking, including the selection criteria can also be found at <http://www.americorps.org/about/ac/rulemaking.asp>.

The AmeriCorps regulations include the selection criteria used to select applications for funding and other pertinent information (see Table 1, below).

Table 1: Program Requirements in the AmeriCorps Regulations

Requirements and Selection	Citation in the AmeriCorps Regulations
Member Service Activities	§2520.20 - §2520.55
Prohibited Activities	§2520.65
Tutoring Programs	§2522.900-2522.950
Matching Funds	§2521.35-2521.90
Member Benefits	§2522.240-2522.250
Calculating Cost Per Member Service Year (MSY)	§2522.485
Performance Measures	§2522.500-2522.650
Evaluation	§2522.500-2522.540 and §2522.700-2522.740
Selection Criteria and Selection Process	§2522.400-2522.475

If there is any inconsistency between the AmeriCorps regulations, the *Notice*, and the Application Instructions, the order of precedence is as follows:

1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. *Notice of Federal Funding Opportunity*, which takes precedence over the
3. Application Instructions (this document), which takes precedence over the
4. *2008-2009 AmeriCorps*State Request for Proposals for Indiana Applicants*

Selection Process and Criteria

Staff and Peer Review. Commission staff will review applications for completeness.

Incomplete applications will not be scored. Complete applications will be forwarded to a Peer Review Panel, where they will be further analyzed and scored.

Review criteria. In evaluating your application for funding, reviewers (both in the state and national competitions) will assess your program design, organizational capability, and the program's cost-effectiveness and budget adequacy. The weights assigned to each category and sub-category are listed in the chart below. Reviewers will measure your application narrative against these criteria, and weight them accordingly. Please see the AmeriCorps Regulations, 45 CFR §§ 2522.420–2522.448, for additional detail regarding these criteria and what reviewers will assess in each category.

Table 2: Basic Selection Criteria: Categories, Sub-Categories, and Respective Weights

Category	Percentage	Sub-Categories and Weights
Program Design	50%	Rationale and Approach – 10%
		Member Outputs and Outcomes – 20%
		Community Outputs and Outcomes – 20%
Organizational Capability	25%	No sub-categories



Cost-Effectiveness and Budget Adequacy	25%	Cost-Effectiveness – 15%
		Budget Adequacy – 10%

Section 2522.450 of the AmeriCorps regulations addresses types of programs or program models that may receive special consideration in the selection process. Section 2522.455 addresses how you can find out about additional priorities governing the selection process. Section 2522.470 addresses other factors or information the Corporation may consider in making final decisions.

Because the participants on these panels are outside experts, do not assume that they are familiar with your grant program, even if you are recompeting. Please provide sufficient information in your application to make your program clear to a reviewer who is unfamiliar with your program.

Commission funding recommendations. Recommendations are then made by the Peer Review Panel to the full Commission at a scheduled meeting to determine which AmeriCorps*State program applications will be forwarded to the Corporation for competitive funding consideration. Frequently, applicants are required to make revisions to their application based on questions raised during the grant review process and before their final applications are submitted.

Pre-Award Risk Assessments. Pre-Award Risk Assessments will be conducted on all new Indiana applicants prior to the issuance of final funding decisions. The purpose of the assessment is to determine the applicant's fiscal and organizational capability to administer an AmeriCorps*State grant.

Negotiations. The recommended improvements are not only based on the quality of the applications submitted, but also on other variables such as how well applicants addressed site monitoring issues involving program management, meeting performance outcomes in their progress reports, audit findings or questioned costs, and any major issues with recruitment/retention/diversity.

New and recompeting applicants will be rank-ordered prior to submission, then forwarded, with recommendations, to the Corporation for National and Community Service as part of an aggregate grant application from the Indiana Commission.

Submitting Your Application in eGrants

Your application consists of the following components. Please make sure to complete each one.

- I. Application Info
- II. Applicant Info
- III. Narratives
- IV. Evaluation Summary or Plan
- V. Amendment Justification (Enter N/A)
- VI. Performance Measures
- VII. Documents
- VIII. Budget



- IX. Review and Submit
- X. Survey on Ensuring Equal Opportunity for Applicants (Optional)

In eGrants, before Starting Section I, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA (Commission AmeriCorps State 2008 or Commission Education Awards Program 2008)
- Select your State (Indiana)
- Select your State Prime Application ID

If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677-7849 or (202) 6067506, or email at egrantshelp@cns.gov.

I. Applicant Info

In eGrants, complete the Applicant Info Section, which can also be found in *Additional Information*, Section B. This section is particularly important for Corporation data collection and evaluation. Please take the time to reflect your program activities accurately in this section.

- In the Program Info Section select existing program or new.
- If you are a new program, enter your contact information into the fields that appear.
- If you are a currently funded program entering a new program for consideration, please contact Debbie Anderson, National Service Program Officer.
- Select a primary Program Model, and a secondary Program Model, if appropriate.
- Then select characteristics that fit your project under Program Design, Program Location, and Program Focus. Enter or select a Program Director and Program Website URL.

II. Application Info

Information entered in the Applicant Info, Application Info, and Budget Sections will populate the SF 424 Facesheet. In the event of technical difficulties, you must submit your application in hard copy, you will find all the forms that you need in the *Additional Information*. The SF 424 is in Section A of that document.

- Areas affected by your program.
- Requested program start and end dates. Please do not request a start date earlier than September 1, 2008.
- If you are delinquent on any federal debt.
- State Application Identifier: Use this field if you would like to enter a unique identifier for subapplicants.
- If you plan to request a waiver of the volunteer leveraging or match requirements.

III. Narratives

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general suggested guidelines to help you present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying



to stretch your program description to fit each strategic initiative, special consideration, and priority articulated in the regulations or the *Notice*. Focus on the special considerations and priorities that apply to your program.

- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the three selection criteria presented below.
- **Don't make assumptions.** Even if you have received funding from the Corporation in the past, do not assume your reviewers know anything about you, your program, your partners, or your beneficiaries.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

In the narrative, include activities for the entire three-year program period for which you are requesting funds. As you complete each section of the narrative, you must stay within the character limits specified in the table below. Please note that the Narratives Section includes a field for Amendment Justification. **This is not a required field; it is used to request amendments once a grant is awarded. Please enter N/A in this field.**

Narrative Item	Maximum Number of Characters (including spacing and punctuation)
A. Program Design (50%) 1) Rationale and Approach (10%) 2) Member Outputs and Outcomes (20%) 3) Community Outputs and Outcomes (20%)	71,000 characters for Sections A, B, and C combined Important Note: In eGrants, enter text for C, D, and E into the fields for Rationale and Approach, Member Outputs and Outcomes, Community Outputs and Outcomes, Organizational Capability, and Cost Effectiveness and Budget Adequacy. Each of these fields has a 32,000 character limit. This allows for some flexibility in how you split your narratives between these fields. You may not exceed 71,000 characters in total for Sections A, B, and C combined.
B. Organizational Capability (25%)	
C. Cost Effectiveness and Budget Adequacy (25%) 1) Cost Effectiveness (15%) 2) Budget Adequacy (10%)	
Total Maximum Number of Characters per Application	71,000

Please note that an Executive Summary and Summary of Accomplishments and Outcomes (if applicable) are not required.

A. Program Design

Below, in ruled boxes, you will find the selection criteria from the AmeriCorps regulations, followed by guidance on how best to respond to the criteria.

1. Rationale and Approach

§2522.425 What does the Corporation consider in assessing Program Design? (50%)

In determining the quality of your proposal's program design, the Corporation considers your rationale and approach for the proposed program, member outputs and outcomes, and community outputs and outcomes.

(a) *Rationale and approach (10%).* In evaluating your rationale and approach, the Corporation considers the following criteria:



- (1) Whether your proposal describes and adequately documents a compelling need within the target community, including a description of how you identified the need;
- (2) Whether your proposal includes well-designed activities that address the compelling need, with ambitious performance measures, and a plan or system for continuous program self-assessment and improvement;
- (3) Whether your proposal describes well-defined roles for participants that are aligned with the identified needs and that lead to measurable outputs and outcomes; and
- (4) The extent to which your proposed program or project:
 - (i) Effectively involves the target community in planning and implementation;
 - (ii) Builds on (without duplicating), or reflects collaboration with, other national and community service programs supported by the Corporation; and
 - (iii) Is designed to be replicated.

Compelling Community Need:

- Describe the community need that you will address within the target community. How did you identify the need and where is it documented?
- **If your program will operate at multiple sites**, demonstrate a need in each community you propose to serve.

Description of Activities and Member Roles:

- Describe the activities you propose to address the need.
- What will be the member's roles in these activities, and how do the member roles relate to addressing the need? Discuss your program structure including number of members, number of staff, where members will serve (for example, at the applicant organization or at local service sites). How do the types of member slots you are requesting (for example, full-time, half-time, quarter-time, etc.) align with the program design and activities? See "AmeriCorps 301" at <http://www.in.gov/ofbci/2362.htm> for a chart that slot types, minimum hours served, and minimum and maximum living allowance.
- How will your plan for member development, training, and supervision contribute to achieving your desired outcomes?
- How will you ensure that members comply with rules on prohibited service activities? See 45 CFR § 2520.65 for a list of prohibited service activities.

Measurable Outputs and Outcomes:

- Describe the measurable outputs and outcomes you expect to achieve as a result of your activities.
- What systems will you use to track these outputs and outcomes?
- **Note:** You will develop your measurable outputs and outcomes in more detail, including how they will be measured, your targets for each year, and the data you will gather, if you are approved for funding.

Plan for Self-Assessment and Improvement:

- How will you track and evaluate your progress toward meeting and achieving your outputs and outcomes?
- What are your plans for continuous program improvement? How will you identify



strengths and weaknesses, resolve problems, and gather feedback from and provide feedback to members, service sites, and partners.

Community Involvement:

- Describe how you involved the target community (or target communities) in identifying the needs and activities. Which community partners and stakeholders were involved? What roles did they play, and what were their responsibilities in the planning process?
- Explain how you will continue to engage your community partners and stakeholders throughout the three year program period. What will be their ongoing roles and responsibilities?

Relationship to other National and Community Service Programs:

- How will your program build on (without duplicating), or reflect collaboration with, other national and community service programs supported by the Corporation? You can find a listing of Corporation-supported programs by state at http://www.americorps.org/about/role_impact/state_profiles.asp.

Potential for Replication:

- To what extent is your program designed to be replicated? What are your plans or strategies for replication?

2. Member Outputs and Outcomes

(b) *Member outputs and outcomes (20%).* In evaluating how your proposal addresses member outputs and outcomes, the Corporation considers the extent to which your proposal or program:

- (1) Includes effective and feasible plans for, or evidence of, recruiting, managing, and rewarding diverse members, including those from the target community, and demonstrating member satisfaction;
- (2) If you are a current grantee, has succeeded in meeting reasonable member enrollment and retention targets in prior grant periods, as determined by the Corporation;
- (3) Includes effective and feasible plans for, or evidence of, developing, training, and supervising members;
- (4) Demonstrates well-designed training or service activities that promote and sustain post-service, an ethic of service and civic responsibility, including structured opportunities for members to reflect on and learn from their service; and
- (5) If you are a current grantee, has met well-defined, performance measures regarding AmeriCorps members, including any applicable national performance measures, and including outputs and outcomes.

Member Recruitment and Support:

- Describe your plans for recruiting members for your program. What criteria will you use to select your members, including specific qualifications, characteristics, or backgrounds? What are your plans to ensure that your corps is diverse and includes members from the communities to be served?
- What living allowance do you plan to provide if your members are full-time? If less



- than full-time, do you plan to provide a living allowance, and if so, how much?
- How will you assess member satisfaction? Describe your plan for providing other incentives to members including opportunities for skill-building, professional development, education, activities promoting esprit de corps, and member recognition. What are your strategies to ensure that members complete their term of service (retention)?
- **Tutoring programs only:**
Describe how your strategy for recruiting and selecting members complies with AmeriCorps requirements for member tutoring qualifications. Members who tutor must have a high school diploma, or a higher degree, or pass a proficiency test that the program has determined is effective in ensuring that members tutoring have the necessary skills to achieve program goals.

Member Development, Training and Supervision:

- Describe in detail your plans for orienting members to AmeriCorps, the community, their placement site, and to the service they will perform.
- How do you plan to train members to perform all the activities they will engage in and, as necessary, provide them with ongoing training throughout their terms? What is the timeline for this training? Identify the training curricula and materials you will use.
- Describe your plan for supervising members, and how it ensures that members will receive adequate support and guidance throughout their terms.
- **Tutoring programs only:**
Describe how your strategy for training members complies with AmeriCorps requirements for member tutor training that is high quality and research based, consistent with the instructional program of the local agency or with state academic content standards, includes appropriate member supervision by individuals with expertise in tutoring, and provides specialized pre-service and in-service training consistent with the activities the member will perform.

Ethic of Service and Civic Responsibility:

Demonstrate how you will provide structured opportunities for participants to reflect on and learn from their service in order to promote a lifelong ethic of service and civic responsibility.

Current Grantees Only: Enrollment

If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement.

Current Grantees Only: Retention

We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible. If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement.



3. Community Outputs and Outcomes

(c) *Community outputs and outcomes (20%)*. In evaluating whether your proposal adequately addresses community outputs and outcomes, the Corporation considers the extent to which your proposal or program:

- (1) Is successful in meeting targeted, compelling community needs, or if you are a current grantee, the extent to which your program has met its well-defined, community-based performance measures, including any applicable national performance measures, and including outputs and outcomes, in previous grant cycles, and is continually expanding and increasing its reach and impact in the community;
- (2) Has an impact in the community that is sustainable beyond the presence of Federal support (For example, if one of your projects is to revitalize a local park, you would meet this criterion by showing that after you have completed your revitalization project, the community will continue its upkeep on its own);
- (3) Generates and supports volunteers to expand the reach of your program in the community; and
- (4) Enhances capacity-building of other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations.

Sustainability:

Outline your plans for ensuring that the impact of your program in the community is sustainable beyond the presence of federal support. For example, you might describe how your community relationships will lead to community investment in the program's continued operation; how you will diversify your funding sources to include a wide range of stakeholders (such as state, local, and private sector funding); how your strategies for recruiting and supporting volunteers will sustain member activities after your AmeriCorps grant ends; or how the community will maintain your project once it is completed.

Volunteer Recruitment and Support:

- Describe how your program will use volunteers to expand the reach of the program in the community. How will you recruit, support, and recognize volunteers? Identify how many volunteers you expect to recruit and the number of hours of service they will provide, in total and on average. Will these volunteers be episodic (committing to onetime or occasional events) or ongoing (committing to a regular, ongoing role in the program)? If selected for funding, you will be expected to report on your actual volunteer recruitment levels.
- Describe the role that members will play in your volunteer recruitment and support efforts.
- **If you are requesting a waiver of the requirement to recruit or support volunteers** (see 45 C.F.R § 2520.35), explain the basis for your request in the Waiver Request Justification field, which is accessed through the Application Information Section in eGrants. If you are submitting an application in hard copy, explain the basis for your waiver request in the program narrative.



Capacity Building:

Describe how your program will enhance the capacity of your organization, service sites, and, as applicable, other organizations and institutions important to the community, such as schools, homeland security organizations, neighborhood watch organizations, civic associations, and community organizations, including faith-based organizations. What roles will members play in your capacity-building activities?

B. Organizational Capability

§2522.430 How does the Corporation assess my organizational capability (25%)

(a) In evaluating your organizational capability, the Corporation considers the following:

(1) The extent to which your organization has a sound structure including:

- (i) The ability to provide sound programmatic and fiscal oversight;
- (ii) Well-defined roles for your board of directors, administrators, and staff;
- (iii) A well-designed plan or systems for organizational (as opposed to program) self-assessment and continuous improvement; and
- (iv) The ability to provide or secure effective technical assistance.

(2) Whether your organization has a sound record of accomplishment as an organization, including the extent to which you:

- (i) Generate and support diverse volunteers who increase your organization's capacity;
- (ii) Demonstrate leadership within the organization and the community served; and
- (iii) If you are an existing grantee, you have secured the matching resources as reflected in your prior grant awards;

(3) The extent to which you are securing community support that recurs, expands in scope, or increases in amount, and is more diverse, as evidenced by—

- (i) Collaborations that increase the quality and reach of service and include well-defined roles for faith-based and other community organizations;
- (ii) Local financial and in-kind contributions; and
- (iii) Supporters who represent a wide range of community stakeholders.

(b) In applying the criteria in paragraph (a) of this section to each proposal, the Corporation may take into account the following circumstances of individual organizations:

- (1) The age of your organization and its rate of growth; and
- (2) Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

Sound Organizational Structure

Ability to Provide Sound Programmatic and Fiscal Oversight:

- Provide a brief history of your organization. What year was your organization established? Describe your organization's experience in the proposed areas of activity and your experience operating and overseeing a program comparable to the one proposed. Include specific examples of your prior accomplishments and outcomes. Describe your capacity to manage a federal grant and to provide on site monitoring of the financial and other systems required to administer an AmeriCorps grant. How will receiving an AmeriCorps grant add value to your existing service activities?
- **If you are proposing a multi-site program:**
 - Explain how you are able to support and oversee service sites.



- Describe your process for selecting service sites and ensuring they have adequate programmatic and financial capabilities. How will your site selection process incorporate the criteria required by the AmeriCorps regulations as articulated in 45 CFR § 2522.475, which comprise quality, innovation, sustainability, quality of leadership, past performance, community involvement, and the special considerations found in 45 CFR § 450? These include program models, program activities, and programs supporting distressed communities.
- What are your current or previous programmatic and funding relationships with the sites?
- Describe your plans for monitoring site compliance with fiscal and programmatic requirements.
- How will you develop connections among the sites through common program elements or activities to ensure that your overall mission and vision for the AmeriCorps program is maintained at each site?

Board of Directors, Administrators, and Staff:

- Describe your organization's management and staff structure and how the board of directors (if applicable), administrators, and staff members will be used to support your program.
- Identify the key program and fiscal positions responsible for your proposed program. Describe the background and experience of key staff members, or your plans to recruit, select, train, and support additional staff if necessary.

Plan for Self-Assessment or Improvement:

- How does your organization conduct ongoing internal assessment and improvement of its systems, structure, staffing, and other capacities to ensure that it remains sound and well managed?

Plan for Effective Technical Assistance:

- How do you plan to provide or secure any needed financial and programmatic technical assistance for your program, and if applicable, your service sites? What are your plans for providing financial and programmatic orientation, and training and technical assistance to your program and service sites?
- Explain how you will identify and respond to your programs' and, if applicable, your service sites' ongoing training and technical assistance needs.

Sound Record of Accomplishment as an Organization

Volunteer Generation and Support:

- Describe how your organization recruits and supports a diverse group of volunteers to increase your own organizational capacity.

Organizational and Community Leadership:

- Provide examples of how you have demonstrated leadership as an organization and in the community you serve. For example, describe awards received by the organization or individuals within the organization, public positions of leadership such as staff

serving on other community boards, or participation in community events, task forces, and other community activities.

Current Grantees Only: Success in Securing Match Resources:

- Describe your successes and challenges in securing match resources during your current three-year grant cycle and, if applicable, during the period of previous awards.

Success in Securing Community Support

Collaboration:

- Describe any collaborations you have developed that increase the quality and reach of services you provide. What roles have community organizations, including faith-based organizations, played in these collaborations?

Local Financial and In-kind Contributions:

- Discuss examples of how local contributions have continued over time, expanded in scope, increased in amount, or become more diverse.

Wide Range of Community Stakeholders:

- Describe community stakeholders in your organization. How has non-financial support from your community stakeholders continued over time, expanded in scope, increased in amount, or become more diverse?

Special Circumstances:

- In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:
 - The age of your organization and its rate of growth.
 - Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe.

C. Cost Effectiveness and Budget Adequacy

§ 2522.435 How does the Corporation evaluate the cost-effectiveness and budget adequacy of my program? (25%)

(a) In evaluating the cost-effectiveness (15%) and budget adequacy (10%) of your proposed program, the Corporation considers the following:

(1) Whether your program is cost-effective based on:

(i) Your program's proposed Corporation cost per MSY, as defined in §2522.485; and

(ii) Other indicators of cost-effectiveness, such as:

(A) The extent to which your program demonstrates diverse non-Federal resources for program implementation and sustainability;

(B) If you are a current grantee, the extent to which you are increasing your share of costs to meet or exceed program goals; or

(C) If you are a current grantee, the extent to which you are proposing deeper impact or broader



reach without a commensurate increase in Federal costs; and

(2) Whether your budget is adequate to support your program design.

(b) In applying the cost-effectiveness criteria in paragraph (a) of this section, the Corporation will take into account the following circumstances of individual programs:

(1) Program age, or the extent to which your program brings on new sites;

(2) Whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources;

(3) Whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and

(4) Whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

(c) The indicators in paragraphs (a)(1)(i) and (a)(1)(ii)(B) of this section do not apply to Education Award Program applicants.

Cost Effectiveness

Corporation Cost per Member Service Year (MSY):

- Your Corporation cost per MSY is determined by dividing the Corporation's share of budgeted grant costs by the number of member service years you are requesting in your grant. It does not include child care or the cost of the education award a member earns serving with your program.
- One MSY is equivalent to at least 1700 service hours, a full-time AmeriCorps position.
- The Corporation cost per MSY will be automatically calculated once you enter your budget in eGrants.
- **The maximum cost per MSY allowable in Indiana is \$12,600.** Recompeting formula-funded programs must adhere to the decreased cost per MSY per Indiana's sustainability guidelines. Please contact the OFBCI for more information.
- Cost effectiveness will be evaluated by analyzing cost per MSY in relation to your program design. If you request the maximum, please justify.

Diverse Non-Federal Support:

- Demonstrate how your program has or will obtain diverse non-federal resources for program implementation and sustainability.
- Include a discussion of the non-Corporation resource commitments (in-kind and cash) that you have obtained, the additional commitments you plan to secure, and how you will secure them. In the budget, you must list the sources of your match funds.

Current Grantees Only: Decreased Reliance on Federal Support:

- Describe the extent to which you are increasing your share of costs to meet or exceed program goals, or the extent to which you are proposing deeper impact or broader reach without a commensurate increase in federal costs.

Budget Adequacy

Discuss the adequacy of your budget to support your program design including how it is



sufficient to support your program activities and is linked to your desired outputs and outcomes.

For EAPs Only: If you are an EAP applicant, describe the costs you expect to incur for this program that will not be covered by Corporation funding. These costs might include staff salaries and benefits, travel, evaluation, living allowances or salaries for AmeriCorps members, supplies, and equipment. You will not be required to track or report on these expenditures. Reviewers will consider this information to assess the adequacy of your budget to support your program design.

The Corporation cost per MSY and the extent to which a current EAP grantee is increasing its share of costs to meet or exceed programs goals will not be considered in assessing an EAP applicant's cost effectiveness. However, all the other indicators described in this section will apply and the cost effectiveness/budget adequacy section still equals 25% of the selection criteria weight.

IV. Evaluation Summary or Plan

If you are recompeting for AmeriCorps funds for the first time since the AmeriCorps rule took effect (July, 2005), you must submit a summary of your evaluation efforts or plan to date, or a copy of any evaluation that has been completed, as part of your application for funding. Submit your summary or plan in the Evaluation Summary or Plan Narrative Field in eGrants. If you are recompeting for the first time, and have completed an evaluation report, submit your report according to the instructions in Section VI., below. If you are competing for the first time, please enter N/A in this field since it pertains only to recompeting grantees.

Your evaluation requirements are different depending on the amount of your grant, as described in the AmeriCorps Regulations, Section 2522.710:

- If you are a State competitive or direct Corporation AmeriCorps grantee (other than an Education Award Program grantee), and your average annual Corporation program grant is \$500,000 or more, you must arrange for an independent evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.
- If you are a State competitive or direct Corporation AmeriCorps grantee whose average annual Corporation program grant is less than \$500,000, or an Education Award Program grantee, you must conduct an internal evaluation of your program, and you must submit the evaluation with any application to the Corporation for competitive funds as required in §2522.730 of this subpart.

V. Amendment Justification

Enter N/A. This field will be used if you are awarded a grant and amend it.

VI. Performance Measures

Inclusion of performance measures in this section of the application is optional at this point in the application process. If you are selected for consideration for a State Competitive or State Formula grant, you will be asked to provide performance measures in eGrants at that time. We do strongly encourage you, particularly if you are a first time applicant, to include this

information as additional support for the outputs and outcomes listed in the Narrative sections of the application. **If you opt to not enter the performance measures into this section, you must enter N/A in each field described below.**

A. Service Categories

In eGrants, the service categories are located in the Performance Measures Section. In this section you will select issue areas and service categories that describe your program activities. First select an issue area, and then choose service categories from the pull down menu. When you have selected all applicable service categories, indicate which service category is the primary and which is the secondary in importance to your program. Only one service category can be indicated as the primary, and one as the secondary. See *Additional Information* for the list of Issue Areas and Service Categories.

B. Performance Measures

Before you complete your Performance Measures, please review 45 CFR §§ 2522.500–2522.650. The Performance Measure worksheet in the *Additional Information* is provided as a tool to help you think through the development of your performance measures and assemble the information you will need to input into eGrants. You may find the Performance Measurement Toolkit on the Corporation’s website useful in developing your performance measures (http://nationalserviceresources.org/resources/online_pubs/americorps/pmtoolkit.php).

You are required to align at least one set of performance measures in your primary service category. **In eGrants, you will align the measures by entering three different Result Types and Result Statements for one Performance Measurement Title.** The three Result Types are Output, Intermediate Outcome, and End Outcome.

In order to align a set of performance measures in eGrants:

- First select Add Performance Measure in eGrants.
- Enter the Title, the Measure Category, and the Service Category from the pull down menus.
- Enter Needs and Activities, and Result Type.
- For the Output Result Type, enter a Result Statement, Indicators, Targets, Number or Percentage, Instruments, and Performance Measure Statement.
- Then, Add **New Result** for the Intermediate Outcome, and fill out the pertinent fields.
- **Do not Add New Performance Measure in order to add an Intermediate or End Outcome for your aligned measure.**
- Finally, Add New Result for the End Outcome.
- Once you have aligned one set of measures, i.e., completed three Result Types for one Performance Measurement Title, you may continue to Add New Performance Measures as appropriate for your program design.

VII. Documents

A. Evaluation

Submit as described in C., below.



B. Labor Union Concurrence

If a program applicant has employees represented by a local labor organization who are engaged in the same or substantially similar work as that which will be carried out by AmeriCorps members, the applicant must submit the written concurrence of the local labor organization with its application. If this applies to you, please select “Enter New,” name the new document “Labor Union Concurrence,” and enter status.

C. Audited Financial Statements

You are required to submit a copy of your organization’s most recent independently audited financial statements. If your organization does not possess independently audited financial statements, please provide the following: (1) financial statements for the previous year; (2) current organizational budget; (3) year-to-date balance sheet; and, (4) a rationale as to why the organization does not conduct an independent audit of financial statements.

D. Submission Instructions for Program Evaluations, Labor Union Concurrence, and Audited Financial Statements

Send hard copy information to:

Office of Faith-Based and Community Initiatives
Indiana Government Center South
302 W. Washington Street, Room E012
Indianapolis, Indiana 46204
Attention: National Service Program Officer

This information must be postmarked by 5 P.M. (Eastern Time) on Wednesday, October 17, 2007. Please use a courier service to send hard copy as U.S. Postal Service to government agencies often are delayed and sometimes damaged due to security measures. Attach a hard copy of the program’s SF 424 Facesheet to each document so that we know which application corresponds to each document. If you prefer, you may submit evaluations electronically to deanderson@ofbci.in.gov.

After you have submitted the documents, change their status in eGrants from the default “Not Sent” to the applicable status (“Sent,” “Not Applicable,” or “Already on File at CNCS”). In the event of difficulties submitting an application in eGrants, please e-mail RFP_FAQ@ofbci.in.gov prior to the deadline.

VII. Budget

A. Overview of Key Statutory and Regulatory Budget Requirements

Before you complete the Budget Section, please review Sections §§ 2521.35–2521.90 of the AmeriCorps Regulations for match requirements, summarized below:



Table 3: Match Requirements in the AmeriCorps Regulations

Competition	Match Requirement
State and Territory Competitive; States, Territories and Commonwealths without Commissions;	Minimum grantee share is 33% of operating costs and 15% of member support costs. Overall grantee share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.
State EAP	Grantee pays all program costs over \$600 per MSY provided by the Corporation.

- Equipment costs must not exceed 10% of the total Corporation share.
- Administrative costs must not exceed 5% of the total Corporation funds requested.
- Your budget must meet certain minimum match requirements for operating and member support costs:
 - **Sections I & III:** You must match with cash or in-kind contributions at least 33% of the project's total Operating (Section I) plus Administrative (Section III) costs. The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
 - **Section II:** You must match at least 15% of all member costs (Section II) with non-federal cash. The matching sources may be state, local, private sector, or other non-federal funds in accordance with applicable AmeriCorps requirements. Other federal funds are not an acceptable source of the required 15% cash match for member costs, except for health care.
- In Sections I, II, and III of the budget, you should clearly and specifically identify the source and total dollar amount of cash match from private, state and local and federal funds, and the source and total amounts of in-kind support. All acronyms should be defined the first time they are used to reference non-Corporation programs and sources.
- In addition to the limits on the Corporation and federal shares of funding for each budget section, grantees are required to meet an overall matching rate that increases over time. These matching requirements may be waived in limited circumstances. See 45 CFR §§ 2521.35–2521.90, for the regulatory match and waiver requirements. *Additional Information*, Section H includes resources to help you apply for these waivers.

Note: Most federal funds are not authorized to be used as match for another federal grant. While the Corporation's legislation may permit the use of non-Corporation federal funds as match for the grantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency's funds as match for this national service program grant is permitted by the other agency. If you propose to use other federal funds as match in budget Sections I and III, you must provide a letter from the federal awarding agency at the time of the application. The letter must clearly state that the federal funds are allowable as match for the AmeriCorps*State grant. Please remember that funding from the State of Indiana may be federal pass-through dollars. If you propose to use funds awarded by a State agency as match, it is highly recommended that you check with the

agency to determine if the funds are federal in nature. If they are, then you will need a letter from the federal awarding agency giving you permission to use the proposed funds as match.

For EAPs Only: Budget and Match Requirements

EAP applicants may only request a fixed amount of funding per MSY. Therefore, you are not required to complete a detailed budget. Follow the instructions below to prepare your budget. Your budget worksheet is also below. Consult the most current *Notice* to determine the maximum amount of funding per MSY you may request. The matching requirements in 45 CFR §§ 2521.40– 2521.95 do not apply to EAP applicants.

B. Preparing Your Budget

Your proposed budget should be sufficient to allow you to perform the tasks described in your proposal narrative. Reviewers will consider the information you provide in this section as part of the Cost-Effectiveness and Budget Adequacy component of the selection criteria.

Please consult and follow the detailed budget instructions located at <http://www.in.gov/ofbci/2362.htm>. The instructions are presented in AmeriCorps 301 (“Designing an Effective AmeriCorps*State Budget”) and are designed to assist you in the preparation of your detailed budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets, which can be found in *Additional Information*, Sections D and E. eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget, and eGrants will check your submission for errors. It is highly recommended that you: (1) work with the fiscal staff in your organization when preparing your budget; and, (2) design your budget in tandem with the budget narrative. It is important to keep in mind the following three questions:

- Does my organization have the capacity to manage a federal or state grant?
- Does my organization have the requisite matching funds (in-kind and cash)? If no, are resources available in my community to support this grant?
- Is my organization comprised of staff who possess the expertise to manage the fiscal and programmatic aspects of an AmeriCorps*State grant?

Whether or not you answered any of three questions in the positive or the negative, the OFBCI encourages all potential applicants to assess the readiness of their organization to receive and operate an AmeriCorps*State program. To download the assessment, please visit www.in.gov/ofbci/files/Readiness_Assessment.pdf. Moreover, the OFBCI recommends that all potential applicants review the AmeriCorps 101 and 201 presentations at www.in.gov/ofbci/2362.htm.

Please refer to the relevant OMB Circulars on allowable costs for further guidance. The OMB circulars are online at www.whitehouse.gov/OMB/circulars.

- A-21 - Cost Principles for Educational Institutions
- A-87 - Cost Principles for State, Local, and Indian Tribal Governments



- A-122 - Cost Principles for Non Profit Organizations

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if they expend over \$500,000 in federal funds, as required in OMB Circular A-133.

C. Applying for Alternative Match

Please see 45 CFR §§ 2521.35–2521.90, for match and waiver requirements. You may only apply for the alternative match as part of your third year continuation application. If approved, you will base your budget in your recompetes application on the approved alternative match. The alternative match requirement will be in effect for the entire three year project period, if you are approved for funding.

If you are requesting the alternative match as specified in § 2521.60(b), then you must demonstrate that your program is either located in a rural county or in a severely economically distressed community as defined below. Also describe the efforts you have taken to raise the resources needed to meet the matching requirements.

1. Program Location: Except when approved otherwise, the Corporation will determine the location of your program based on the legal applicant's address. If you believe that the legal applicant's address is not the appropriate way to consider the location of your program, you must provide relevant facts about your program location in your waiver request. The Corporation will, in its sole discretion, determine whether some other address is more appropriate for determining a program's location.

2. Rural County: In determining whether a program is rural, the Corporation will consider the most recent Beale code rating published by the U.S. Department of Agriculture for the county in which the program is located. Any program located in a county with a Beale code of 6, 7, 8 or 9 is eligible to apply for the alternative match requirement. See *Additional Information*, Section H for the Table of Beale codes.

3. Severely Economically Distressed County: In determining whether a program is located in a severely economically distressed county, the Corporation will consider the following list of county-level characteristics. See *Additional Information*, Section H for a list of website addresses where this publicly available information can be found.

- The county-level per capita income is less than or equal to 75 percent of the national average for all counties using the most recent census data or Bureau of Economic Analysis data;
- The county-level poverty rate is equal to or greater than 125 percent of the national average for all counties using the most recent census data; and
- The county-level unemployment is above the national average for all counties for the previous 12 months using the most recently available Bureau of Labor Statistics data.
- **State and State EAP:** The Indiana Commission must approve your waiver request before it is forwarded to the Corporation.



D. To Apply for a Statutory Match Waiver:

- You must submit your request in separately via e-mail to the Corporation.
- If you are requesting a waiver based on the lack of available financial resources at the local level, you must provide the information described in § 2521.70.
- **State and State EAP:** Your state commission must approve your waiver request before it is forwarded to the Corporation.

Detailed Budget Instructions for Education Award Programs

These instructions apply only to applicants for State Education Award Program funding. Detailed instructions for New and Recompete Applications are found in “AmeriCorps 301” at <http://www.in.gov/ofbci/2362.htm>.

Budget Section II. AmeriCorps Member Positions

Member Positions

Identify the number of Education Award members you are requesting by category (i.e. full-time, half-time, reduced half-time, quarter-time, minimum-time) and list under the column labeled **#w/o Allow** (without CNCS funded living allowance.) **Leave all other columns blank.**

The total number of member service years (MSY) will **automatically calculate** at the bottom of the Member Positions chart, per the following example:

Amounts of fixed awards are based on the member service years which are calculated as follows:

Member Positions	Calculation	MSY
___ Full-time (1700 hours)	(___members x 1.000)	=
___ 1-Year Half-time (900 hours)	(___members x 0.500)	=
___ 2-year Half-time (1 st Year) (generally 450 hours)	(___members x 0.500)	=
___ 2-Year Half-Time (2 nd Year) (generally 450 hours)	(___members x 0.000)*	=
___ Reduced half-time (675 hours)	(___members x 0.375)	=
___ Quarter-time (450 hours)	(___members x 0.250)	=
___ Minimum-time (300 hours)	(___members x 0.200)	=
	Total MSY	

* Grantees receive the total amount for 2-Year Half-time members in the first year. Therefore, 2-Year Half-time members serving in their second year are not included in the calculation for funds.



Fixed Award

Under “Calculation,” you will enter the calculation for your grant request. Applicants may request up to \$600 per member service year (MSY).

Display your calculation in the following format:

Total # of MSYs _____ x MSY amount (up to \$600) _____ = Total Grant Request \$ _____

Type the total amount requested in the “Total Amount” & “CNCS Share” columns. Leave the “Grantee Share” blank. See example below:

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share	edit	del
Program Grant Request	47.5 MSY X \$600/MSY	\$19,000	\$19,000	\$0	view	
Subtotal		\$19,000	\$19,000	\$0		

VIII. Review and Submit

eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify and
- Submit

Read the Authorization, Assurances, and Certifications carefully. Complete each section of the Assurances and Certifications. If you are submitting an application in hard copy, the Assurances and Certifications can be found in the *Additional Information*, Section C.

The person who authorizes the application must be the applicant’s authorized representative. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Be sure to check your entire application to make sure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission.

IX. Survey on Ensuring Equal Opportunity for Applicants

The Corporation and other federal agencies are collaborating with the White House Office of Faith-Based and Community Initiatives to conduct a survey of organizations that apply for federal funding. The purpose of this voluntary information collection is to compile statistics on the types of organizations that apply to the Corporation for funds, such as number of employees, budget size, and self-identification as a faith-based/religious organization or a non-



religious community-based organization.

This form is for applicants that are nonprofit private organizations, **not including private universities**. All information from the attached survey will be confidential and the responses will be aggregated in-house for a summary report. Information provided on your form will not be released and will not be considered in any way in making funding decisions.

There are two ways to complete the survey: (1) while preparing your application; and (2) after submitting your application.

- 1) To complete the survey while preparing your application, go to the eGrants Main Menu, click on Enter Survey on Ensuring Equal Opportunity, provide the requested information and submit.
- 2) If you submit your grant application without completing the survey, a pop-up box will appear and ask you if you would like to complete the survey. You may select Yes, No, or Remind Me Later. If you select Remind Me Later, you will be asked to fill in the survey next time you attempt to submit an application to the Corporation for National and Community Service.

If you are submitting an application in hard copy, the survey forms and instructions are found in the *Additional Information*, Section G.



Application Instructions:

COMPETITIVE CONTINUATION REQUESTS

The following instructions for submitting a continuation request apply only to programs that are currently in their first or second year of operation within a three-year competitive grant cycle. If your program is currently in the final year of its grant cycle, you must apply using the application instructions for new and recompeting programs.

Continuation Expansions

Based on our anticipated appropriation, and the expected volume of new and recompeting applications in 2008, the Corporation expects to approve very few requests for expansion within continuation requests in fiscal year 2008. Preference will be given to expansions that include low cost MSYs and expansions of programs demonstrating outcomes that have exceeded their goals.

For State grantees, the Corporation will consider cost per MSY for continuation expansions at the program level, rather than aggregated by state. Each state must still adhere to its maximum average cost per MSY of \$12,600.

For National Direct grantees the cost per MSY must remain at or below \$12,600. For Professional Corps grantees, the cost per MSY must remain at or below \$1,500 for continuations. The cost per MSY for EAP grantees must remain at or below \$600.

In addition, based on the number of new applications, we may support expansion requests that address the Corporation's strategic initiatives:

- Mobilizing more volunteers.
- Ensuring a brighter future for all of America's youth.
- Engaging students in communities.
- Harnessing baby boomers' experience.

Continuation Budget Increase: : In 2008, your continuation request may not include an increase for cost of living as it has in the past.

When to Submit Your Continuation Request:

Please see the *2008-2009 Indiana AmeriCorps*State Request for Proposals*.

How to Submit Your Continuation Request:

- Submit your continuation request in eGrants.
- To create your continuation request in eGrants, click **Continuation** on your eGrants home page. You will be shown a list of grants that are eligible to be continued. Select the grant you wish to continue. **Make sure you select the correct one.** The system will copy your most recently awarded application as a base to create your continuation application.
- Edit your continuation application as directed in the continuation request instructions below. When you have completed your edits, click the **SUBMIT** button.



Be sure you also review the *Notice* when preparing your request. If you have questions about the content of your continuation request, please contact your National Service Program Officer, Debbie Anderson at 317-232-2504 or deanderson@ofbci.in.gov.

If you experience problems using eGrants, contact the eGrants Help Desk at (888) 677-7849 or (202) 606-7506, or email at egrantshelp@cns.gov.

What to Include in Your Continuation Request:

I. SF 424 Facesheet (Applicant Information and Application Information Section)

Update the Applicant Information and Application Information Sections in eGrants if necessary.

II. Narrative (Narratives Section)

Describe any changes you are proposing to your program in the Rationale and Approach, Community Outputs and Outcomes, Organizational Capability, and Cost-Effectiveness and Budget Adequacy, as appropriate.

Enrollment

If you enrolled less than 100% of slots received during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Member Outputs and

Retention

We recognize retention rates may vary among equally effective programs depending on the program model. We expect grantees to pursue the highest retention rate possible. If you were not able to retain all of your members during your last full year of program operation, provide an explanation, and describe your plan for improvement in the Member Outputs and Outcomes field.

If you are not proposing changes to your program, enter N/A in each appropriate field. The maximum length of your narrative is 8,000 characters.

III. Performance Measures (Performance Measures Section)

Your performance measures are copied from the information you entered after you received your grant into your continuation request. If you need to revise your performance measures, View/Edit the performance measures that copy over from your original application, or add new performance measures.

IV. Budget (Budget Section)

Provide a detailed budget for the upcoming year. Incorporate any required Corporation increases, such as an increase to the member living allowance into your budget. Your budget from the previous year's application is copied into your continuation request so you can make the necessary adjustments. Consult the *Notice*, or other documentation provided by the Corporation for any limitations on budget increases and for specific guidance on whether you may request additional funding for expansion.



Budgeting for Indiana AmeriCorps*State Events:

Your budget should include support for staff attendance at OFBCI-sponsored trainings and events in or near Indianapolis, including a program directors' fall orientation (tentatively scheduled for 2 days), Opening Ceremony (tentatively scheduled for 2 days in the fall), Governor's Conference (tentatively scheduled for 2 days in the spring), and 4-6 additional, full-day training dates during the year. You should also plan for travel costs (e.g. mileage, parking) for members to attend two OFBCI-sponsored events (Governor's Conference, Opening Ceremony) in or near Indianapolis during the program year. Please note that these are estimates of the events to be conducted during the 2008-2009 program year.

